

Service Matters Department,
Office of the Head of Service,
Governor's Office,
Akure.

02 June, 2014.

Circular Letter To:

The Chief of Staff to Mr. Governor,
The Senior Special Assistant to the Deputy Governor,
State Commissioners,
The Secretary to the State Government;
Office of the Head of Service,
Chairmen of Commissions/Boards,
Permanent Secretaries,
The Clerk, Ondo State House of Assembly,
The Tutors-General,
Administrative Secretaries,
The Ag. Statistician-General,
The Ag. Accountant-General,
The State Auditor-General,
The Auditor-General for Local Governments,
General Managers/Heads of Non-Ministerial Departments.

REVIEW OF REQUIREMENT OF ADDITIONAL QUALIFICATIONS FOR
PROMOTION OF OFFICERS IN PROFESSIONAL CADRES TO GL. 13 AND ABOVE

Our Circular No. SMD/CON.2/292/Vol. VIII/80 of 19th November, 2013 made it mandatory for officers in professional cadres seeking promotion to Grade Level 13 and above to possess additional qualifications, irrespective of their Cadres. The Circular under reference, formally extended the requirement of additional qualifications hitherto restricted to the Administrative Officers' Cadre and a few others, to all professional cadres, as a way of further enhancing the proficiency of

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2. Good as this novel idea is for career development and efficiency of officers in the Public Service, it has led to abuse of government policies on Study Leave-With

-Pay and Leave of Absence. This unwholesome trend is now being addressed and part of the measures to checkmate the abuse is to de-emphasise additional qualifications that are purely academic, as the main requirement for promotion to Grade Level 13 and above. The practice which has significantly increased the number of workers seeking approval for full-time academic studies at the detriment of their jobs, has therefore, been reviewed.

3. Accordingly, officers seeking promotion to Grade Level 13 and above shall henceforth be required to meet the basic conditions of the waiting period as applicable, obtain a score of at least 50% each in promotion examination and interview, and obtain an APER rating not below C, in addition to any of the following:

- [i] membership of recognised professional bodies e.g COREN, ICAN, CIPM, NIM, ANAN, IPAN etc or exposure to executive or senior management workshop/seminar of not less than a week organised by such registered professional bodies;
- [ii] computer proficiency diploma/certificate course from any recognised institution.

4. It must be emphasised that additional qualifications like, PGD, Masters or Ph.d degrees etc, obtained by officers on their own, through privately-sponsored part-time or correspondence courses, will constitute additional advantage for officers seeking promotions but will not be **mandatory** as they used to be.

5. The new dispensation takes immediate effect.

6. All Accounting Officers are please enjoined to disseminate the contents of this Circular, extensively to staff of their respective Ministries, Departments and Agencies [MDAs] and to ensure compliance

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Head of Service.